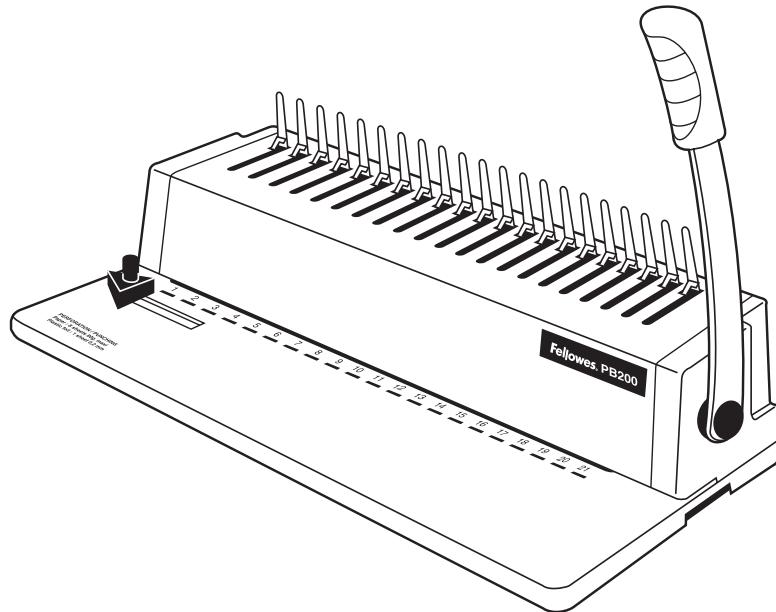


# Fellowes®



## Operating Instructions

A

## Mode d'emploi

B

## Instrucciones de funcionamiento

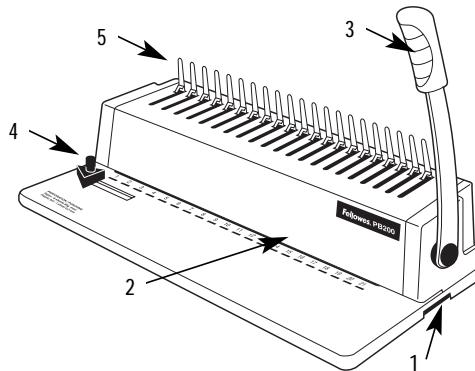
C

Model/Modèle/Modelo:

PB 200

# Equipment Parts

1. Waste Paper Drawer
2. Punching Area
3. Punching/Binding Handle
4. Adjustable Margin Guide
5. Binding Area (Metal Rakes)



## Assembly

To assemble your PB 200 binding machine, simply attach the handle to the right side of the machine and fit it using the screw supplied. To operate correctly, handle should be vertical when assembled.

*NOTE: If the handle is not positioned as illustrated, it will not punch.*

4. Return handle to its original vertical position and remove sheets.
5. Repeat until all sheets and covers have been punched.

## Binding the Document

Use the table below to select the appropriate plastic comb according to the number of sheets to be bound:

| No. of Sheets | Comb Diameter |         |
|---------------|---------------|---------|
|               | Inches        | mm      |
| 2-20          | 1/4"          | 6 mm    |
| 21-40         | 5/16"         | 8 mm    |
| 41-55         | 3/8"          | 9.5 mm  |
| 56-90         | 1/2"          | 12.5 mm |
| 91-100        | 9/16"         | 14.0 mm |
| 101-120       | 5/8"          | 15.5 mm |

1. Insert the plastic comb behind metal rakes on top of the machine. Be sure the open side of the plastic comb's teeth is facing upward.
2. To open comb, push the handle back away from self.
3. Insert the punched sheets onto the open comb.  
(For a correctly bound presentation, the first page of your document should be the first one placed in the comb).
4. To close comb, return the handle to its original vertical starting position, towards self.
5. To remove bound document, lift upward.

## Using the Binding Machine

**A**

### Punching Holes

1. Holes should always be centered between the top and the bottom of paper edge. To center holes, set the adjustable margin guide on the left-side of the machine for oversized covers (8 3/4" x 11 1/4" – 222mm x 285mm) or letter size documents (8 1/2" x 11" – 216mm x 279mm). For optimum results, first use several "practice sheets" to set up margin guide positions.
2. Slide all sheets to the back of the punching area.  
*NOTE: A maximum of 8 sheets can be punched at a time.*
3. Lower the handle to punch holes in paper.

**B**

**C**

## Emptying Paper Clippings

To remove, simply slide the waste paper tray out from the right side of the machine. To prevent clogging and jamming, be sure to empty waste paper tray frequently.

## Specifications

|                                       |  |
|---------------------------------------|--|
| Maximum binding length                | 11 inches (279mm)                              |
| Maximum binding capacity              | 120 sheets                                     |
| Maximum binding diameter              | 5/8" (16mm)                                    |
| Maximum punching capacity (at a time) | 8 sheets                                       |
| Dimensions (LxWxH)                    | 14-3/8" x 8-9/16" x 5-1/8" (365 x 217 x 130mm) |
| Weight                                | 11 lbs. (5kg)                                  |
| Warranty                              | 1 year   |

## Limited Warranty

Fellowes Manufacturing Company warrants all Binding Machines to be free from defects in material and workmanship for one year from the date of purchase by the original consumer. The exception to this are the punching dies which are subject to wear. If any part is found to be defective during the warrant period, your sole and exclusive remedy will be repair or replacement, at Fellowes' option and expense, of the defective part.

This warranty does not apply in cases of abuse, mishandling or unauthorized repair. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE WARRANTY PERIOD SET FORTH ABOVE. In no event shall Fellowes be liable for any consequential or incidental damages attributable to this product. This warranty gives you specific legal rights. You may have other legal rights that vary from state to state.

For more detail or to obtain service under this warranty, please contact Fellowes Customer Service at 1-800-955-0959, Monday through Friday, 8 AM - 5 PM (Central Standard Time).

For specific instructions on obtaining service under this warranty on machines purchased outside the USA, contact the appropriate location listed on the back of this instruction manual.

Warrantor: Fellowes Manufacturing Company

A

B

C

**Contact For Service  
Vos Contacts Fellowes  
Sus Contactos Fellowes**

|                |  |
|----------------|--|
| United States  | 1-800-955-0959   |
| Australia      | (In Melbourne) (03) 9330-3211<br>(Outside Melbourne) 1-800-331-177 |
| Canada         | 1-800-665-4339   |
| United Kingdom | 01302-885 331  |
| Japan          | +81-3-5496-2401  |
| Benelux        | +31-(0)347-377988  |
| Italy          | +39-071730041  |
| Germany        | +49-5131-49770   |
| France         | +33-(0)4-72-08-25-45   |

**Fellowes.** 1789 Norwood Avenue, Itasca, Illinois 60143-1095 630-893-1600 Customer Service 1-800-945-4545 <http://www.fellowes.com>

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|-------------------------------|-----------------------|-------------------------|-----------------------|--------------------------|-----------------------|----------------|------------------|--|
| Australia<br>Tullamarine, Vic | Benelux<br>Vianen, NL | Canada<br>Markham, Ont. | France<br>Rennes, I-V | Germany<br>Garbsen, Han. | Italy<br>Camerano, AN | Japan<br>Tokyo | Poland<br>Warsaw | United Kingdom<br>Doncaster, S. Yorks. |
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